



**THOMAS L. GARTHWAITE, M.D.**  
Director and Chief Medical Officer

**FRED LEAF**  
Chief Operating Officer

COUNTY OF LOS ANGELES  
DEPARTMENT OF HEALTH SERVICES  
313 N. Figueroa, Los Angeles, CA 90012  
(213) 240-8101

BOARD OF SUPERVISORS

**Gloria Molina**  
First District

**Yvonne Brathwaite Burke**  
Second District

**Zev Yaroslavsky**  
Third District

**Don Knabe**  
Fourth District

**Michael D. Antonovich**  
Fifth District

May 20, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF AN AMENDMENT WITH HARBOR-UCLA  
RESEARCH AND EDUCATION INSTITUTE**  
(2nd District) (3 Votes)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director of Health Services, or his designee, to sign Amendment No. 1 to Agreement No. H-300241, substantially similar to Exhibit I, with Harbor-UCLA Research and Education Institute (Harbor REI) for the traffic safety program in the Hawthorne and Lennox communities, retroactive to October 1, 2002 and continuing through June 30, 2004, with a maximum obligation of \$315,135, 100% offset by State of California Office of Traffic Safety (OTS) funds.
2. Authorize and delegate authority to the Director of Health Services, or his designee, to authorize the increase or decrease up to 15% of the maximum obligation of the agreement based on agency's performance and/or availability of funds during the term of the agreements.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

Based on a request from the State, approval of this action will reconcile the agreement with Harbor REI with the funding available from the State OTS to allow Harbor REI to maximize utilization of available grant funds and complete the project. It will allow State funds to reimburse Harbor REI for expenses eligible under the State award for the 2 ½ month period of October 1, 2002 through December 16, 2002, and complete the project by June 30, 2004.

FISCAL IMPACT/FINANCING:

The County's total maximum obligation for Amendment No. 1 with Harbor REI is \$315,135, 100% offset by State OTS funding. This amount includes an allocation of \$224,719, retroactive for the period of October 1, 2002 through September 30, 2003, and \$90,416 for the period of October 1, 2003 through June 30, 2004.

Funding for the period October 1, 2003 through June 30, 2004 is included in the FY 2003-04 Board Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Harbor REI applied directly to OTS for funding to implement traffic safety programs in the Hawthorne and Lennox communities. Because OTS could not fund Harbor REI directly, the County, as a local government, was awarded the funds to pass through to Harbor REI.

On May 17, 2002, the Department's Injury and Violence Prevention Program (IVPP) received Grant Agreement No. CB0209 in the amount of \$395,000 from the State OTS to implement traffic safety programs for the Hawthorne and Lennox communities. The program focused on increasing the community's awareness in three areas: vehicle occupant safety, driving, and pedestrian safety.

On December 17, 2002, the Board approved Grant Agreement No. CB0209 with the State OTS and a subcontract with Harbor REI to implement the community awareness program on traffic safety in the Hawthorne and Lennox communities, effective upon date of Board approval through June 30, 2004, in the amount of \$395,000. The agreement provided for two budget periods, December 17, 2002 through September 30, 2003 and October 1, 2003 through June 30, 2004.

Harbor REI did not sign the agreement until July 2003 after protracted negotiations about certain contract provisions. Although not covered by an agreement, Harbor REI submitted invoices to the Department for the period of October 1, 2002 through December 16, 2002 and also submitted other invoices for that period in excess of the County's maximum obligation.

OTS has indicated that they are willing to reimburse Harbor REI for the full costs of the project, retroactive to October 1, 2002 and continuing through June 30, 2004, not to exceed \$315,135, and has requested the County to amend the existing agreement to facilitate this action.

This action will not impact DHS' System Redesign as the program is entirely State funded.

Attachment A provides additional information.

Exhibit I has been approved as to form by County Counsel.

CONTRACTING PROCESS:

Not applicable.

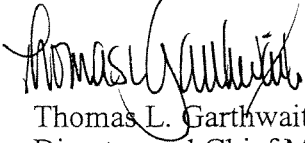
The Honorable Board of Supervisors  
May 20, 2004  
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IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the recommended action will allow Harbor REI to complete the OTS funded project and maximize utilization of the grant funding.

When approved, this Department requires three signed copies of the Board's action.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas L. Garthwaite".

Thomas L. Garthwaite, M.D.  
Director and Chief Medical Officer

TLG.rm

Attachments (2)

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors

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**SUMMARY OF AMENDMENT**

1. TYPE OF SERVICE:

Amendment No. 1 with Harbor-UCLA Research and Education Institute provides traffic safety programs in the Hawthorne and Lennox communities.

2. AGENCY ADDRESS AND CONTACT PERSON:

Harbor-UCLA Research and Education Institute  
Grants and Contracts Office  
1124 West Carson Street  
Torrance, California 90502  
Telephone: (310) 222-3621  
Attention: Ashely Hogan, Vice President  
Research Administration and Research Services

3. FINANCIAL INFORMATION:

The County's total maximum obligation for Amendment No. 1 with Harbor REI is \$315,135, 100% offset by State of California Office of Traffic Safety funds. This amount includes an allocation of \$224,719, retroactive for the period October 1, 2002 through September 30, 2003, and \$90,416 for the period of October 1, 2003 through June 30, 2004.

4. TERM:

October 1, 2002 through June 30, 2004.

5. GEOGRAPHIC AREA TO BE SERVED:

2<sup>nd</sup> District

6. ACCOUNTABLE FOR MONITORING AND EVALUATION:

Voncille McKiney, Acting Director, Injury and Violence Prevention Program

7. APPROVALS:

Public Health:	John F. Schunhoff, Ph.D., Chief of Operations
Contracts and Grants Division:	Irene Riley, Chief
County Counsel (approval as to form):	Robert E. Ragland, Senior Deputy County Counsel

EXHIBIT I

Contract No. H-300241

HARBOR-UCLA RESEARCH AND EDUCATION INSTITUTE AGREEMENT

AMENDMENT NO. 1

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2004,

by and between                      COUNTY OF LOS ANGELES (hereafter  
   "County"),  
  
and                                      HARBOR-UCLA RESEARCH AND EDUCATION  
   INSTITUTE (hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled  
"HARBOR-UCLA RESEARCH AND EDUCATION INSTITUTE AGREEMENT", dated  
December 17, 2002 and further identified as County Agreement No.  
H-207973 (hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend  
Agreement to revise the term to October 1, 2002 through June 30,  
2004, make budget modifications and other hereinafter designated  
changes.

WHEREAS, said Agreement provides that changes may be made in  
the form of a written amendment which is formally approved and  
executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon the date of  
Board approval.

2. Paragraph 1, TERM, of Agreement shall be revised as follows:

"2. TERM: This Agreement shall be effective on October 1, 2002 and shall continue in full force and effect to midnight on June 30, 2004. If for any reason the State grant which funds this Agreement is terminated or reduced, County shall have the right to immediately terminate this Agreement in whole or in part.

In any event, the Agreement may be terminated at any time by either party, with or without cause, upon the giving of at least thirty (30) calendar days advance written notice to the other.

Notwithstanding any other provision of this Paragraph, the failure of Contractor or its officers, agents, employees, or subcontractors, to comply with any of the terms of this Agreement or any written directions by or on behalf of County issued pursuant hereto shall constitute a material breach hereto, and the Agreement may be terminated by County immediately. County's failure to exercise this right of termination shall not constitute a waiver of such right, which may be exercised at any subsequent time.

County may also suspend the performance of services hereunder, in whole or in part, upon the giving of at least a thirty-day written notice to Contractor. County's notice shall set forth the reasons for the suspension, the extent

of the suspension, and the requirements for full restoration of the performance obligations."

3. Paragraph 3, MAXIMUM OBLIGATION OF COUNTY, of Agreement shall be amended to read as follows:

"3. MAXIMUM OBLIGATION OF COUNTY:

A. During the period of October 1, 2002 through September 30, 2003. The maximum obligation of County for all services provided under this Agreement is Two Hundred Twenty-Four Thousand, Seven Hundred Nineteen Dollars (\$224,719), set forth in Exhibit A-1, Schedule III (Budget), attached hereto and incorporated herein by reference.

B. During the period of October 1, 2003 through June 30, 2004, the maximum obligation of County for all services provided under this Agreement is Ninety Thousand, Four Hundred Sixteen Dollars (\$90,416), set forth in Exhibit B-1, Schedule IV (Budget), attached hereto and incorporated herein by reference.

4. Paragraph 4, BILLING AND PAYMENT, of Agreement, subparagraphs A and B shall be amended to read as follows:

"4. BILLING AND PAYMENT: County shall compensate Contractor for performing services hereunder in accordance with the following:

A. County agrees to compensate Contractor in accordance with Exhibit A-1, Schedule III (Budget) and Exhibit B-1, Schedule IV (Budget) attached hereto.

B. Contractor shall bill County monthly in arrears. Contractor shall submit all invoices in duplicate and clearly reflect all required information as specified on such forms as may be furnished or required by County. Such invoices shall detail actual reimbursement costs incurred by Contractor in accordance with Exhibit A-1, Schedule III (Budget) and Exhibit B-1, Schedule IV (Budget) attached hereto. Each original invoice shall be approved and signed by Contractor's duly authorized designee. Contractor shall submit original invoices directly to; Department of Health Services, Public Health, Injury and Violence Prevention Program, 550 South Vermont Avenue, Room 403, Los Angeles, California 90020, Attention: Project Director, with a copy to, Department of Health Services, Public Health, Financial Management, 5555 Ferguson Drive, First Floor-West, Commerce, California 90022, Attention: Grants Manager; no later than fifteen (15) days after the end of each calendar month. County shall remit payments within a reasonable period of time following receipt of a complete and correct invoice in accordance with the Schedule attached hereto.

5. Paragraph 22, FUNDING/SERVICES ADJUSTMENTS AND REALLOCATIONS, shall be added to the agreement as follows:

A. If sufficient monies are available from Federal, State, or County funding sources, and upon Director's or his



authorized designee's specific written approval, County may require additional services and pass on to Contractor an increase to the applicable County maximum obligation as payment for such services, as determined by County. For the purposes of this provision, Director's authorized designee shall be the Chief of Operations, Public Health. If monies are reduced by Federal, State, or County funding sources, County may also decrease the applicable County maximum obligation as determined by County. Such funding changes will not be retroactive, but will apply to future services following the provision of written notice from Director to Contractor. If such increase or decrease does not exceed fifteen percent (15%) of the applicable County maximum obligation, Director may approve such funding changes. Director shall provide prior written notice of such funding changes to Contractor and to County's Chief Administrative Officer. If the increase or decrease exceeds fifteen percent (15%) of the applicable County maximum obligation, approval by County's Board of Supervisors shall be required. Any such change in any County maximum obligation shall be effected by an amendment to this Agreement pursuant to the ALTERATION OF TERMS Paragraph of this Agreement.

B. County Contractor shall review Contractor's expenditures and commitments to utilize any funds, which are specified in this Agreement for the services hereunder and which are subject to time limitations as determined by

Director, midway through each County fiscal year during the term this Agreement, midway through the applicable time limitation period for such funds if such period is less than a County fiscal year, and/or at any other time or times during each County fiscal year as determined by Director. At least fifteen (15) calendar days prior to each such review, Contractor shall provide Director with a current update of all of Contractor's expenditures and commitments of such funds during such County fiscal year or other applicable time period.

If County determines from reviewing Contractor's records of service delivery and billings to County, that a significant underutilization of funds provided under this Agreement will occur over its term, Director or County's Board of Supervisors may reduce the applicable County maximum obligation for services provided hereunder and reallocated such funds to other providers. Director may reallocate a maximum of twenty-five percent (25%) of the applicable County maximum obligation or One Hundred Thousand Dollars (\$100,000), whichever is greater. Director shall provide written notice of such reallocation to Contractor and to County's Chief Administrative Officer. Reallocation of funds in excess of the aforementioned amounts shall be approved by County's Board of Supervisors. Any such change in any County maximum obligation shall be effected by an

amendment to this Agreement pursuant to the ALTERATION OF  
TERMS Paragraph of this Agreement.

6. Effective as of the effective date of this Amendment,  
Exhibit A shall be replaced by Exhibit A-1, and Exhibit B shall  
be replaced by Exhibit B-1, as attached hereto and  
incorporated herein by reference.

7. Effective as of the effective date of this Amendment,  
Schedule I shall be replaced by Schedule III, and Schedule II  
shall be replaced by Schedule IV, as attached hereto and  
incorporated herein by reference.

8. Except for the changes set forth hereinabove, Agreement  
shall not be changed in any other respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County  
of Los Angeles has caused this Amendment to be subscribed by its

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Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Thomas L. Garthwaite, M.D.  
Director and Chief Medical Officer

HARBOR-UCLA RESEARCH AND EDUCATION  
INSTITUTE  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Title \_\_\_\_\_

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL  
County Counsel

By \_\_\_\_\_  
Deputy

APPROVED AS TO CONTRACT ADMINISTRATION:

Department of Health Services

By \_\_\_\_\_  
Irene E. Riley, Director  
Contract Administration

03/12/04  
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Department of Health Services  
CONTRACT NO. H-300241

**PROJECT WORK PLAN**  
**October 1, 2002 – September 30, 2003**  
**Harbor-UCLA Research and Education Institute**  
**Hawthorne-Lennox Safe Communities**

**GOAL STATEMENT:**

**Goal 1**

To create a safe and more livable environment by increasing community awareness regarding traffic and pedestrian safety education and thus reducing the number of motor vehicle and pedestrian related injuries.

<b>MEASURABLE OUTCOMES</b>	<b>IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES</b>	<b>TIMELINE</b>	<b>METHOD(S) OF EVALUATION PROCESS AND/OR OUTCOME OBJECTIVES</b>
1. Recruit and train 3 Promotoras in the Traffic Safety Curriculum	1a. Recruit interested individuals to apply for the position 1b. Interview potential candidates to work in the Promotoras Program. 1c. Begin training Promotoras in the comprehensive traffic safety program.	October 2002- November 2002 October 2002- November 2002 November 2002	Post the position in the Human Resource office at REI.  Conduct interviews with potential candidates and select 3 to work in the program.  Project Coordinator will conduct a comprehensive training program for the Promotoras. Topics to include Vehicle Occupant Safety, Pedestrian, Alcohol and the Underage Driver.
2. Promotoras will conduct 104 safety presentations in Hawthorne and Lennox.	2a. Promotoras will recruit parents at schools and churches to enroll for the traffic classes. 2b. Promotoras will conduct 104 traffic classes at schools, churches and other local organizations.	December 2002- September 2003  December 2002- September 2003	The Promotoras will contact with schools and other organizations in both communities to obtain lists of potential participants to contact enroll in the traffic classes.  Rooster list of those participants attending classes.  Pre- and Post-test of class participants

**PROJECT WORK PLAN**  
**October 1, 2002 – September 30, 2003**  
**Harbor-UCLA Research and Education Institute**  
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MEASURABLE OUTCOMES	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHOD(S) OF EVALUATION PROCESS AND/OR OUTCOME OBJECTIVES
2. Promotoras will conduct 104 safety presentations in Hawthorne and Lennox.	2c. Promotoras will distribute car seats to those parents who attend all four traffic classes.	December 2002- September 2003	2c. Promotoras will schedule appointments with participants who have completed the classes for car seat inspections on those who have completed the classes.
3. Hold a media kick-off event to be held at an elementary school in Lennox.	3a. Working with coalition members, law enforcement, school officials, and staff from BLAST organize and implement a media kick-off event that will be conducted in tandem with one of the bike rodeos.	October 2002- January 2003	3a. The Project Coordinator will work with the Harbor-UCLA/REI communications department to prepare for a media kick-off event.  Coalition members will attend meetings to help plan and implement the kick-off event.
4. Conduct a bike rodeo in Hawthorne. Law enforcement will conduct bike helmet inspections.	4a. To work in conjunction with Blast Bike Safety Organization and Law Enforcement to plan and coordinate a Bike Rodeo.	March 2003	Use Flyers to advertise the event and to use as a parent consent forms.  Rooster of those who participated in the event.

**PROJECT WORK PLAN**  
**October 1, 2002 – September 30, 2003**  
**Harbor-UCLA Research and Education Institute**  
**Hawthorne-Lennox Safe Communities**

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MEASURABLE OUTCOMES	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHOD(S) OF EVALUATION PROCESS AND/OR OUTCOME OBJECTIVES
5. Conduct a pedestrian activity in Hawthorne and Lennox.	5a. The Project Coordinator and the Promotoras will plan and implement a pedestrian activity.	June 2003- September 2003	Walk-to-School activity will be conducted at local schools using a take home flyer to inform parents of the event. Teachers will handout flyers to students to take home. The parent will sign and return the flyer that will indicate whether or not they will be participating in the event.
6. In collaboration with <i>SafetyBelSafe</i> USA conduct a car seat safety checkup.	6a. The Project Coordinator and Promotoras will work in conjunction with staff from <i>SafetyBelSafe</i> USA to plan and implement a car seat checkup to educate and instruct parents on car seat safety.	August 2003- September 2003	We will use the Car Seat Evaluation Form to conduct assessments on those who participate in the car seat checkup.

**PROJECT WORK PLAN**  
**October 1, 2002 – September 30, 2003**  
**Harbor-UCLA Research and Education Institute**  
**Hawthorne-Lennox Safe Communities**

**Goal 2**

To increase pedestrian safety in the community by engaging law enforcement in activities that promote positive pedestrian behaviors and consequently strengthening community relations.

MEASURABLE OUTCOMES	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHOD(S) OF EVALUATION PROCESS AND/OR OUTCOME OBJECTIVES
1. Law enforcement will conduct a helmet checkup during the bike rodeos.	1a. Law enforcement will attend the bike rodeo instructing children on the proper procedures involved in helmet safety.	October 2002-January 2003	A representative from the participating law enforcement agencies will attend meetings to help coordinate the kickoff event.  Rooster of children participating in the bike rodeo.
2. Conduct a vehicle occupant safety presentation for patrol officers.	2a. The project coordinator will schedule and present a one hour vehicle occupant safety presentation instructing patrol officers on the proper procedures for car seat safety.	March 2003	Rooster of those attending the presentations.  Increase in the number of citations written for violations of occupant safety.



**PROJECT WORK PLAN**  
**October 1, 2002 – September 30, 2003**  
**Harbor-UCLA Research and Education Institute**  
**Hawthorne-Lennox Safe Communities**

**Goal 1**

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<b>MEASURABLE OUTCOMES</b>	<b>IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES</b>	<b>TIMELINE</b>	<b>METHOD(S) OF EVALUATION PROCESS AND/OR OUTCOME OBJECTIVES</b>
3. Law enforcement will participate in a "Good Citation" activity identifying children who engage in behaviors that promote pedestrian or bike safety.	3a. Conduct an observational study before and after the month the good citation activity will be conducted to assess bike helmet use.  3b. Patrol officers will identify and cite those children who are wearing their helmets while on their bikes or scooters, and give them a "good citation" for their behavior.	June 2003  July 2003	The project coordinator will conduct a mini observational study assessing bike helmet use around schools.  Children will be able to fill out the back of the citation with their personal information (name, age, sex) and redeem the citations for an incentive safety gift at the front offices of schools.
4. Law enforcement will conduct pedestrian decoys in yellow crosswalks (those around schools) to cite those individual who violate traffic and pedestrian laws.	4a. Officers will act as pedestrian decoys around schools in an attempt to identify and cite those motorists who violate traffic safety laws.	TBA  Bi-annually	The number of citations given out over the duration of the pedestrian decoy activity.

## SCHEDULE III

Budget Narrative				
ITEM	% Time	YEAR 1: 10/01/02-09/30/03	Year 2: 10/01/03-09/30/04	Approved Budget
<b>PERSONNEL/SALARIES</b>				
Carol Berkowitz, M.D.	1%	\$ -	\$ -	
Teri Gray, MPH	100%	\$ 74,004.00	\$ 29,606.14	\$ 103,610.14
Alina Bueno, MPH	25%	\$ 18,672.54	\$ 2,519.76	\$ 21,192.30
Martha Mihovilovic	25%	\$ 11,216.70	\$ 3,791.65	\$ 15,008.35
Zoila Tello, Promotora	50%	\$ 13,132.16	\$ 6,009.04	\$ 19,141.20
Norma Hernandez, Promotora	50%	\$ 13,665.28	\$ 6,353.03	\$ 20,018.31
Violeta Garduno, Promotora	20%	\$ 7,743.55	\$ 6,744.00	\$ 14,487.55
<b>Subtotal Personnel</b>		\$ 138,434.23	\$ 55,023.62	\$ 193,457.85
<b>PERSONNEL/BENEFITS</b>				
31.5% REI FTE/13% REI PTE		\$ 35,463.35	\$ 13,096.34	\$ 48,559.69
<b>TOTAL PERSONNEL COST</b>		\$ 173,897.58	\$ 68,119.96	\$ 242,017.54
<b>TRAVEL</b>				
Local travel		\$ 2,179.75	\$ 820.25	\$ 3,000.00
<b>CONTRACTUAL SERVICES</b>				
Bike Rodeos		\$ 2,000.00	\$ 1,000.00	\$ 3,000.00
<b>NON-EXPENDABLE PROPERTY</b>				
<b>OTHER DIRECT COSTS</b>				
Supplies/child passenger seats (\$50/ea)		\$ 29,125.59	\$ 12,663.97	\$ 41,789.56
Printing a & Xeroxing		\$ 41.14	\$ 2,068.86	\$ 2,110.00
Telephone		\$ 2,419.02	\$ 460.98	\$ 2,880.00
Computer and Printer		\$ 2,335.82	\$ 164.18	\$ 2,500.00
<b>Subtotal, Program Expenses</b>		\$ 35,765.50	\$ 17,178.24	\$ 52,943.74
<b>Total Direct Costs</b>		\$ 211,998.90	\$ 85,298.20	\$ 297,297.10
<b>Indirect Costs</b>		\$ 12,720.01	\$ 5,117.89	\$ 17,837.90
<b>PROJECT TOTAL</b>		\$ 224,718.91	\$ 90,416.09	\$ 315,135.00

**PROJECT WORK PLAN**  
**October 1, 2003 – June 30, 2004**  
**Harbor-UCLA Research and Education Institute**  
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1. Promotoras will conduct 104 safety presentations in Hawthorne and Lennox.	1a. Promotoras will recruit parents at schools and churches to enroll for the traffic classes. 1b. Promotoras will conduct 104 traffic classes at schools, churches and other local organizations. 1c. Promotoras will distribute car seats to those parents who attend all four traffic classes.	October 2003- June 2004	1a. Enrollment Forms 1b. Rooster list of those participants attending classes. 1b. Pre- and Post-test of class participants 1c. Promotoras will collect child passenger distribution forms from parents during car seat distribution.
2. Conduct a bike rodeo in Hawthorne. Law enforcement will conduct bike helmet inspections.	2a. To work in conjunction with Blast Bike Safety Organization and Law Enforcement to plan and coordinate a Bike Rodeo.	April- May 2004	Meet with school administration, BLAST, law enforcement to plan event. Collected consent forms. Rooster of those who participated in the event.

**October 1, 2003 – June 30, 2004**  
**Harbor-UCLA Research and Education Institute**  
**Hawthorne-Lennox Safe Communities**

**GOAL STATEMENT:**

**Goal 1**

To create a safe and more livable environment by increasing community awareness regarding traffic and pedestrian safety education and thus reducing the number of vehicle related injuries

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3. Conduct a pedestrian activity in Hawthorne and Lennox.	3a. The Project Coordinator and the Promotoras will plan and implement a pedestrian activity.	June 2003 June 2004	Teachers will handout flyers to students to take home. Walk-to-School activity will be conducted at local schools using a take home flyer to inform parents of the event. CLPC staff and school administration will meet to plan the event. Parents will sign and return the flyer indicating whether or not they will be participating in the event.
6. In collaboration with <i>SafetyBelSafe</i> USA conduct a car seat safety checkup.	6a. The Project Coordinator and Promotoras will work in conjunction with staff from <i>SafetyBelSafe</i> USA to plan and implement a car seat checkup to educate and instruct parents on car seat safety.	August 2003- June 2004	A list of scheduled appointments of parents who will get the car seat inspected. We will use the Car Seat Evaluation Form to conduct assessments on those who participate in the car seat checkup.

**PROJECT WORK PLAN**  
**October 1, 2003– June 30, 2004**  
**Harbor-UCLA Research and Education Institute**  
**Hawthorne-Lennox Safe Communities**

**Goal 2**

To increase pedestrian safety in the community by engaging law enforcement in activities that promote positive pedestrian behaviors and consequently strengthening community relations.

MEASURABLE OUTCOMES	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHOD(S) OF EVALUATION PROCESS AND/OR OUTCOME OBJECTIVES
1 Law enforcement will conduct a helmet checkup during the bike rodeos.	1a. Law enforcement will attend the bike rodeo instructing children on the proper procedures involved in helmet safety.	April – May 2004	A representative from the participating law enforcement agencies will attend meetings to help coordinate the kick-off event.  Rooster of children participating in the bike rodeo.
2. Conduct a vehicle occupant safety presentation for patrol officers.	2a. The project coordinator will schedule and present a one hour vehicle occupant safety presentation instructing patrol officers on the proper procedures for car seat safety.	June 2004	Rooster of those attending the presentations.  Increase in the number of citations written for violations of occupant safety.

**PROJECT WORK PLAN**  
**October 1, 2003 – June 30, 2004**  
**Harbor-UCLA Research and Education Institute**  
**Hawthorne-Lennox Safe Communities**

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<b>MEASURABLE OUTCOMES</b>	<b>IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES</b>	<b>TIMELINE</b>	<b>METHOD(S) OF EVALUATION PROCESS AND/OR OUTCOME OBJECTIVES</b>
3. Law enforcement will participate in a "Good Citation" activity identifying children who engage in behaviors that promote pedestrian or bike safety.	3a. Conduct an observational study before and after the month the good citation activity will be conducted to assess bike helmet use.  3b. Patrol officers will identify and cite those children who are wearing their helmets while on their bikes or scooters, and give them a "good citation" for their behavior.	May 2004  June 2004	The project coordinator will conduct a mini observational study assessing bike helmet use around schools.  Children will be able to fill out the back of the citation with their personal information (name, age, sex) and redeem the citations for an incentive safety gift at the front offices of schools.
4. Law enforcement will conduct pedestrian decoys in yellow crosswalks (those around schools) to cite those individual who violate traffic and pedestrian laws.	4a. Officers will act as pedestrian decoys around schools in an attempt to identify and cite those motorists who violate traffic safety laws.	TBA Bi-annually	The number of citations given out over the duration of the pedestrian decoy activity.

Budget Narrative				
ITEM	% Time	YEAR 1: 10/01/02-09/30/03	Year 2: 10/01/03-09/30/04	Approved Budget
<b>PERSONNEL/SALARIES</b>				
Carol Berkowitz, M.D.	1%	\$ -	\$ -	
Teri Gray, MPH	100%	\$ 74,004.00	\$ 29,606.14	\$ 103,610.14
Alina Bueno, MPH	25%	\$ 18,672.54	\$ 2,519.76	\$ 21,192.30
Martha Mihovilovic	25%	\$ 11,216.70	\$ 3,791.65	\$ 15,008.35
Zoila Tello, Promotora	50%	\$ 13,132.16	\$ 6,009.04	\$ 19,141.20
Norma Hernandez, Promotora	50%	\$ 13,665.28	\$ 6,353.03	\$ 20,018.31
Violeta Garduno, Promotora	20%	\$ 7,743.55	\$ 6,744.00	\$ 14,487.55
<b>Subtotal Personnel</b>		<b>\$ 138,434.23</b>	<b>\$ 55,023.62</b>	<b>\$ 193,457.85</b>
<b>PERSONNEL/BENEFITS</b>				
31.5% REI FTE/13% REI PTE		\$ 35,463.35	\$ 13,096.34	\$ 48,559.69
<b>TOTAL PERSONNEL COST</b>		<b>\$ 173,897.58</b>	<b>\$ 68,119.96</b>	<b>\$ 242,017.54</b>
<b>TRAVEL</b>				
Local travel		\$ 2,179.75	\$ 820.25	\$ 3,000.00
<b>CONTRACTUAL SERVICES</b>				
Bike Rodeos		\$ 2,000.00	\$ 1,000.00	\$ 3,000.00
<b>NON-EXPENDABLE PROPERTY</b>				
<b>OTHER DIRECT COSTS</b>				
Supplies/child passenger seats (\$50/ea)		\$ 29,125.59	\$ 12,663.97	\$ 41,789.56
Printing a & Xeroxing		\$ 41.14	\$ 2,068.86	\$ 2,110.00
Telephone		\$ 2,419.02	\$ 460.98	\$ 2,880.00
Computer and Printer		\$ 2,335.82	\$ 164.18	\$ 2,500.00
<b>Subtotal, Program Expenses</b>		<b>\$ 35,765.50</b>	<b>\$ 17,178.24</b>	<b>\$ 52,943.74</b>
<b>Total Direct Costs</b>		<b>\$ 211,998.90</b>	<b>\$ 85,298.20</b>	<b>\$ 297,297.10</b>
<b>Indirect Costs</b>		<b>\$ 12,720.01</b>	<b>\$ 5,117.89</b>	<b>\$ 17,837.90</b>
<b>PROJECT TOTAL</b>		<b>\$ 224,718.91</b>	<b>\$ 90,416.09</b>	<b>\$ 315,135.00</b>